



# APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

**INSTRUCTIONS:** See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	<b>1. Agency Address</b> Department of Education Office of Administrative Services Public Library Services Division 102 Education Annex, 156 Trinity Ave, SW Atlanta, GA 30334	Application Number <b>82-20</b>	
Application Number		Date Received <b>JAN 18 1982</b>	Date Completed <b>JAN 27 1982</b>
<b>2. Person to Contact</b> Lucia Patrick		<b>Working Title</b> Consultant	<b>Telephone Number</b> 656-2461
<b>3. Action Requested</b> a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input checked="" type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
<b>4. Dates of Series</b> Earliest      Latest 1938      1939		<b>5. Records Series Title</b> (followed by title used in office, if different)  County Statistical Data	
<b>6. Division and Office Function</b> What is the function of the Division and the Office in which this record series is created?  The Public Library Services Division provides assistance to 48 county and regional library systems, circulates 50,000 books among the state's libraries annually, provides interloan network services, administers federal and state funds for library services and construction and provides library services to the blind and physically handicapped.			
<b>7. Record Series Description</b> This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.  Documents relating to: gathering and documenting various statistical data on each of Georgia's counties by the Georgia State Public Forums, sponsored by the University of Georgia and the U.S. Office of the Interior, Office of Education.  Included are: One copy of the published statistical data from each county in Georgia.          File is arranged:      alphabetically by county.			
<b>8. Monthly Reference Rate</b> How often are records referred to which are: One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old _____; twenty-five months and older _____?			
<b>9. Annual Rate of Accumulation of Records</b> Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
	X	a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
X		d. Does this series have historical or long term research value?
	NA	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

#### 11. Retention Requirements

The following requires the series to be kept:

- |                          |              |                                   |              |
|--------------------------|--------------|-----------------------------------|--------------|
| a. State Law             | _____ years. | d. Audit period                   | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need            | _____ years. |
| c. Federal law           | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other Immediately then,

- ☐ Hold in the current files area \_\_\_\_\_ month(s) \_\_\_\_\_ year(s); then
- ☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then
- ☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then
- ☐ Destroy.
- ☒ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>A. Nyman Culp</i>	<i>1/12/82</i>	<i>Walker L. Baumgardner</i>	<i>1-12-82</i>
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		<i>Carol Hest</i>	<i>1-26-82</i>
		<i>Carol Hest</i>	<i>1-25-82</i>
		<i>Carol Hest</i>	<i>1-21-82</i>